

DONATION POLICY

The Williams Public Library sincerely appreciates donations from our generous patrons. We cannot, however, accept materials with conditions or restrictions placed on them by the donor. Donations become the property of the library to use, distribute, and dispose of as we deem appropriate.

HOW WE USE YOUR GIFT:

We use donations to augment our collection and to supply back-up copies of popular titles and authors in order to replace books that get worn out or damaged. Other donations may be sold to the public to supplement the library's budget. Donated magazines and puzzles will be put out for free.

RECEIPTS:

When a donation is received, a receipt is available to document the nature and size of your gift for your tax records. However, Library staff is prohibited by law from placing any monetary value on the material donated.

HOW TO DONATE MATERIALS:

Bring no more than 1 box at one time, unless prior arrangements have been made (due to limitations of space and staff).

The Library particularly welcomes:

- Commercially produced DVDs and BluRays
- Graphic novels and manga
- Audiobooks on CD
- Current books (novels, non-fiction on popular topics, children's and teen titles), copyright not more than 2 years old
- Puzzles

We cannot use items that are:

- Musty, moldy, or water-damaged
- Soiled with grease, dirt, food, insects, etc.
- Damaged (broken spines, loose or torn pages, torn covers, etc.)
- Home recorded DVDs (These materials are in violation of copyright laws)
- Music CDs
- VHS and cassette tapes
- Computer manuals, instruction books, etc.

- Computer software or hardware (CPUs, monitors, printers, scanners, etc.)
- Textbooks
- Encyclopedias
- Vinyl record albums
- Condensed books or abridged books
- Any item bearing a heavy scent, which may irritate those with allergies and sensitivities